

STATE MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS ALABAMA NATIONAL GUARD
1720 CONGRESSMAN WILLIAM L. DICKINSON DRIVE
P. O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711

July 5, 2011

State Property and Disbursing Office

Potential Vendors

Re: Professional Service Contract for Distributed Learning (DL) Technology Manager and Distributed Learning (DL) Technology Assistant

Ladies and Gentlemen:

The Alabama National Guard wishes to solicit proposals from prospective vendors to provide one Distributed Learning (DL) Technology Manager and one DL Technology Assistant to manage and operate the Distributed Learning (DL) Branch at Joint Force Headquarters in Montgomery, AL.

- Vendor must have some experience in performing DL services on Department of Defense (DoD), Military, and/or National Guard (NG) facilities/installations;
- Vendor will provide certified/trained individuals that will manage and maintain a network of DL systems through the completion of this contract;
- Vendor must carry all appropriate insurance coverage for entire contract period;
- Vendor will provide all equipment not otherwise furnished by the Government (as stated in the Contract documents) necessary to perform all task requirements.

The following link provides detailed Performance Work Statement (PWS) information and the Request For Proposal (RFP) form. The RFP form **must** be printed out, fully executed by qualified vendor, and received in this office by the stated deadline along with ALL the required documents:

<http://www.al.ngb.army.mil/Pages/DistributedLearningContract.aspx>

If you are interested and meet the qualifications for submitting a proposal, please follow the directions and submit all the required documents as specified. Any documents failing to arrive properly by the designated time may be rejected.

Thank you for your interest in this matter. Should you have any questions or need additional information in this matter, please contact MAJOR Tim Alexander by phone (334) 260-6369 or by email timothy.b.alexander@us.army.mil .

Respectfully,



MARK A. WEEKS
State Property and Disbursing Officer